

**SAMPLE LETTER OF RETURN TO RECALL**  
**Last Update: 2/2011**

(Date)

(Employee's Name and Address)

Dear (Employee's Name):

This letter is to inform you that effective (*date*) you are being returned to the recall list for your failure to successfully complete the probationary period following recall. (Insert the appropriate following paragraph).

In accordance with the (AFSCME or UE/IUP) collective bargaining agreement, your name will be returned to the recall list for a period of two years.

**OR**

In accordance with the rules of the Iowa Department of Administrative Services, your name will be returned to the recall list for the remainder of the one year recall eligibility period from the date of layoff.

You have no right of appeal of this action.

If you have any questions, or if you need further information, please contact me.

Sincerely,

(Supervisor's Signature)

\_\_\_\_\_

I acknowledge that I have received a copy of this letter.

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

c:     DAS-HRE  
       Personnel file